Covered Entities Guide for Public Users

Searching for a Contract Pharmacy

This guide describes how to search for a contract pharmacy in the 340B Database. Contract pharmacy search looks at both active and terminated pharmacies.

Major Sections in This Guide

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Starting Your Search

1) On the 340B Database home page, click **Search** in the "**What Would You Like to Do?"** section.

> **Note:** You can also select **Search Covered Entities** from the **Search** tab at the top of the home page.

2)   On the Search screen, click *Search Covered Entities.*

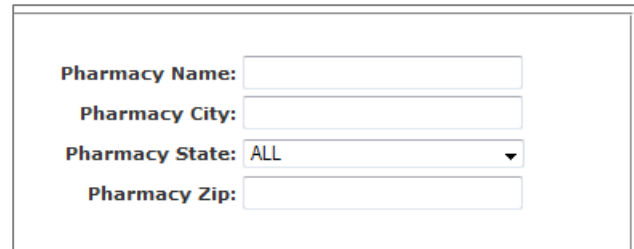The **CP Search Criteria** page displays.

CP Search Criteria

The **CP Search Criteria** page provides filters to narrow search results to a manageable number of pharmacies that meet your criteria.

3)   ***340B ID:*** If you want to look at the entity record associated with the pharmacy, enter its 340B ID. Search results will retrieve the record for only that entity.

4)   ***Entity Name:*** Enter a full or partial name of the entity associated with the pharmacy. Search will retrieve entities whose names contain that string of characters.

5)   ***Entity City/State:*** Enter the entity's city and/or state.

6) ***Pharmacy Name***: Enter a partial or full pharmacy name. Search will retrieve pharmacies with the same string of characters in their name.

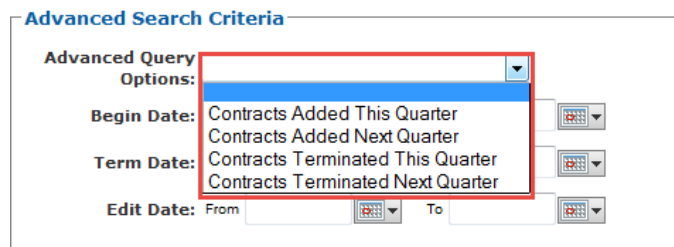7) ***Pharmacy City / State / Zip***: Enter the pharmacy's city/state/zip.

Advanced Search Criteria

The Advanced Search Criteria enable you to limit your search to only contracts added or terminated in the current or next quarter.

8) ***Advanced Query Options***: Click the drop-down arrow. You can refine your search to contracts added this quarter or next, or terminated this quarter or next.

9) ***Begin From / To Dates***: Depending on your ***Contracts Added*** selection, the range of dates is auto-populated with the current quarter's dates or those for the next quarter. You can override these dates by manually entering dates in mm/dd/yyyy format or clicking the calendar icons to select them.

10) ***Term Dates To / From***: Depending on your ***Contracts Terminated*** selection, the range of dates auto-populates with this quarters dates or the next. You can edit these dates by manually entering them in mm/dd/yyyy format or clicking the calendar icons to select them. Search will only look at terminated contract pharmacy relationships.

11) ***Edit Date***: Select a beginning and ending edit date for a time range pharmacy information was edited. Either record the dates manually in mm/dd/yyyy format or select the dates with the calendar icons.

12) Click the `Search` button to initiate your search.

Search Results

The **Contract Pharmacy Details** page displays.

For additional information on viewing a detailed pharmacy record, see Viewing a Contract Pharmacy Record.

Tips for speeding up your search:

- Enter only partial names. Search will return all facilities with a matching sequence of characters. For example, enter *East*. Search results will include all facilities with those characters, such as Eastern Hospital, Southeast Center, etc.

- To select a state, enter only the first letter of the state. The list jumps to the first state with the matching first letter. If this is not the state you want, press the letter again to go to the next state. For example, to select Maryland, press *M*. Maine displays. Press *M* twice more to highlight Maryland.

- You can select multiple states by holding down the **[Control]** key as you highlight each state.

- You can a range of states by selecting first state at the beginning of the range, hold down the **[Shift]** key and highlight the last state in the range. All states in between will be highlighted.

If you want to generate a report of all the contract pharmacies in the 340B Database, click Reports > Daily Reports > Contract Pharmacy Daily Report. In Excel spreadsheet format, it contains both active and inactive pharmacies.

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Other Contract Pharmacy Guides

Exporting Contract Pharmacy Data

Viewing Contract Pharmacies Search Results

Registering a Contract Pharmacy

Requesting a Contract Termination

Reviewing the Contract Pharmacy Daily Report